

Career Education Acronym Dictionary

Term	Acronym	Definition
American Association of Family and Consumer Sciences www.aafcs.org/	AAFCS	An association that works to improve the quality and standards of individual and family life through programs that educate, influence public policy, disseminate information and publish research findings. The association's members work to empower individuals, strengthen families, and enable communities and include elementary, secondary, postsecondary, and extension educators and administrators; other professionals in government, business and nonprofit sectors; and students preparing for the field.
American Career and Technical Education Family and Consumer Sciences Division www.acteonline.org/about/division/div-fam.cfm	ACTE FACS	An organization that works to promote and enhance family and consumer sciences (FACS) education throughout the United States and cooperates with other divisions to advance the purposes of the American Career and Technical Education (ACTE) organization.
American School Counselor Association www.schoolcounselor.org	ASCA	An association dedicated to supporting and improving school guidance programs through research, professional development, and legislative initiatives.
Americans with Disabilities Act of 1990 www.usdoj.gov/crt/ada/adahom1.htm	ADA	Prohibits discrimination in employment and other situations against persons with disabilities.
Area Career Center	ACC	A public educational institution that has been designated by the State Board of Education. An area career center may be: 1) a specialized high school; 2) a department of a high school; or 3) a department or division of a junior/community college, used exclusively for career and technical education. Area career centers provide career and technical education on a regional basis for high school students and adults.
Association for Career and Technical Education www.acte.org	ACTE	The largest national education association dedicated to the advancement of education that prepares youth and adults for careers.
Association for Skilled Technical Sciences http://www.astsonline.org/	ASTS	The Association for Skilled and Technical Sciences (ASTS) is a professional organization for instructors, administrators, teacher educators, industry representatives and others interested in the skilled trades.

Career Education Acronym Dictionary

Business Professionals of America www.bpa.org/	BPA	A national student organization for students enrolled in business, office and technology education programs at the middle school, secondary school, and postsecondary school levels (not currently in Missouri).
Career and Technical Student Organization www.dese.mo.gov/divcareered/student_organizations.htm	CTSO	Organizations (FFA, FBLA, FCCLA, DECA, SkillsUSA, TSA, PBL, PAS, Delta Epsilon Chi) for students and educators involved in specific areas of career and technical education.
Career Education Coordinator	CEC	The Career Education Coordinators form a network of professionals focusing on nontraditional careers, as well as providing information and expertise in career awareness, exploration and planning for various audiences.
Career Occupational Placement Survey www.edits.net/pdfs/COPS.pdf	COPS	An interest survey that provides job activity interest scores related to occupational clusters.
Career Orientation and Planning Profile	COPP	This is designed to help students and adults to appraise three factors that determine the ability to select a career/occupational choice in a methodical manner. The process of making a sound career decision consists of: 1) an analysis of one's own personal attributes that relate to an occupation, 2) an analysis of the occupational requirements and occupational opportunities, and 3) the ability to obtain suitable exploratory experiences through occupational tryouts.
Career Orientation Placement and Evaluation Survey	COPEs	A measure of work values providing comprehensive measurement of those personal values that have demonstrated an effect on career education motivation.
Carl D. Perkins Career and Technical Education Act of 2006	Perkins	The primary federal legislation that supports career and technical education programs – named for former U. S. Senator Carl Perkins.
Child Care Development Fund	CCDF	These federal dollars are a result of the Child Care Development Block Grant enacted under the Omnibus Budget Reconciliation Act (OBRA) of 1990. They provide a source of funds for states to improve the availability and quality of childcare services for children ages 6 to 12.
Cisco Certified Network Associate Cisco Certified Network Professional www.cisco.com/en/US/learning/netacad/course_catalog/index.html	CCNA CCNP	An industry standard certification that recognizes skills in designing, installing, operating, and maintaining state-of-the-art computer networks.
Classification of Instructional Programs Code	CIP	A code number issued by the U.S. Department of Education to identify career education (occupational) program titles.

Career Education Acronym Dictionary

Computer-Assisted Drafting	CAD	The use of a computer as a drafting aid in the field of drafting and design. Also referred to as <i>Computer-Aided Drafting</i> .
Cooperative Career Education	CCE	An organized method of instruction designed to provide supervised on-the-job training, related career education instruction and required academic courses through a written agreement between the student, school, and employer.
DECA www.dese.mo.gov/divcareered/deca.htm	DECA	The co-curricular career and technical student organization associated with marketing and cooperative education programs.
Collegiate DECA www.dese.mo.gov/divcareered/delta_epsilon_chi.htm	CDECA	An international organization for college students preparing for careers in marketing, management, entrepreneurship, and business.
Delta Pi Epsilon www.dpe.org/core/home.htm	DPE	A national graduate honorary society for professionals who support and promote scholarship, leadership, and cooperation towards the advancement of education for and about business.
Department of Elementary and Secondary Education www.dese.mo.gov	DESE	The state agency for elementary and secondary education comprised of a team of dedicated individuals working for the continuous improvement of education and services for all citizens.
Department of Labor www.dol.gov/	DOL	This federal agency fosters and promotes the welfare of the job seekers, wage earners, and retirees of the United States by improving their working conditions; advancing their opportunities for profitable employment; protecting their retirement and health care benefits; helping employers find workers; strengthening free collective bargaining; and tracking changes in employment, prices, and other national economic measurements.
Dictionary of Occupational Titles www.oalj.dol.gov/libdot.htm	DOT	The Department of Labor publication that contains a large number of very specific detailed and precise descriptions of jobs in the United States.
Displaced Homemaker	DH	Displaced homemakers are divorced, widowed, separated, or have disabled spouses and must prepare for paid employment. They have worked primarily without pay to care for the home and family.
Division of Workforce Development www.ded.mo.gov/employment/workforcedevelopment/	DWD	A state government office that supports a system that will provide employers with a skilled workforce and provides job seekers with access to jobs with increased earning potential.

Career Education Acronym Dictionary

Division of Youth Services www.dss.mo.gov/dys/index.htm	DYS	Youth judged to be delinquent and in need of rehabilitation and education are committed to the Division of Youth Services by the state's juvenile circuit courts until approved for return to the community under supervision or are discharged. The Division provides an array of services including institutional care, community-based services, non-residential services, and after-care supervision. The Division of Youth Services is part of the Department of Social Services.
Education Department General Administrative Regulations	EDGAR	Regulations that implement the General Education Provisions Act (GEPA) and set forth administrative regulations governing all programs administered by the U.S. Department of Education.
Employment and Training Administration www.doleta.gov/	ETA	ETA is a division of the U.S. Department of Labor. ETA is responsible for the administration and oversight of the Workforce Investment Act.
Family and Consumer Sciences Education Association www.cwu.edu/~fandcs/fcsea/index.html	FACSEA	This is a voluntary organization of family and consumer sciences educators and others associated with or interested in family and consumer sciences instruction in schools and colleges. Family and consumer sciences educators are dedicated to helping each individual help him/herself through a better understanding and control of family and community life. They work to improve the quality of family and consumer sciences instruction and to broaden the scope of the curriculum. FCSEA promotes effective education programs, supplements existing services and resources available to family and consumer sciences educators, and cooperates with other associations in related fields.
Family Educational Rights and Privacy Act www.ed.gov/policy/gen/guid/fpc/ferpa/index.html	FERPA	Guarantees confidentiality of student records and access by parents to their child's records. It also grants certain due process rights with regard to the content of educational records.
Family, Career and Community Leaders of America dese.mo.gov/divcareered/fccla.htm	FCCLA	FCCLA: The Ultimate Leadership Experience is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through family and consumer sciences education. Students who have taken or are currently enrolled in a family and consumer sciences education course in public and private schools through grade 12 are eligible for membership through a local chapter.
Final Agreed Upon Performance Level	FAUPL	The level of performance the Feds have set for Missouri for secondary and postsecondary indicators.

Career Education Acronym Dictionary

Final Expenditure Report	FER	Verifies yearly grant expenditures and generated match.
Future Business Leaders of America www.dese.mo.gov/divcareered/fbla.htm	FBLA	A secondary student organization that brings business and education together in a positive working relationship through innovative leadership and career development programs.
General Aptitude Test Battery	GATB	A series of tests developed primarily to be used for the evaluation of occupational potential.
High Schools That Work http://www.dese.mo.gov/divcareered/hstw_index2.htm	HSTW	A model of high school reform developed by the Southern Regional Education Board (SREB) that integrates academic and career education, promotes staff development, and raises expectations for and achievement of students.
Health Occupations Students of America http://www.hosa.org/	HOSA	HOSA is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people.
Individual Employment Plan for the Workforce Investment Act (adults/dislocated workers)	IEP	A document which specifies strategies to achieve employment goals set by adults or dislocated workers. This document is created using information gathered through self-assessment, initial assessment, and comprehensive assessment to identify the employment goals, appropriate achievement objectives, and appropriate combination of services to achieve these goals.
Instructional Management System	IMS	A systematic approach to defining and measuring the knowledge, skills, and attitudes students need to acquire in specific occupational areas.
International Technology Education Association www.iteawww.org/	ITEA	A voluntary organization for Technology Education professionals associated with Technology Education.
Invitation for Bid	IFB	A document which constitutes an invitation for sealed bids from prospective bidders for the purchase of specified services.
Local Education Agency	LEA	The term used for public elementary and secondary school districts and other public schools such as the state schools for the deaf and the blind.
Limited English Proficiency	LEP	Any person who has limited ability in speaking, reading, writing, or understanding the English language; and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the primary language.

Career Education Acronym Dictionary

Lower Living Standard Income Level	LLSIL	The income level (adjusted for regional, metropolitan, urban and rural differences, and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary of Labor.
Maintenance of Effort	MOE	A requirement common in federal education programs and some state programs that a recipient continues to expend as much state and/or local money for a particular purpose as it expended in the prior year.
Marketing and Cooperative Education Association http://dese.mo.gov/divcareered/mcea.htm	MCEA	An association for individuals involved and interested in marketing and cooperative education at the secondary, postsecondary, and adult levels of instruction.
Memorandum of Understanding	MOU	A formal written and signed legal document describing an agreement between parties. It is a more formal alternative to a gentlemen's agreement, but less formal than a contract.
Microsoft Office Specialist	MOS	An industry standard certification program that recognizes levels of proficiency in Microsoft Office Applications – Word, Excel, PowerPoint, and Access.
Missouri Accreditation (Child Care Programs) www.moaccreditation.org	MOA	Missouri accreditation provides quality standards for child care programs serving children from birth to 12 years of age within the state of Missouri. MOA functions in areas beyond the scope of state licensing requirements for child care facilities.
Missouri Area Health Education Centers http://www.mahec.org/	MAHEC	MAHEC is committed to enhancing access to quality health care, particularly primary and preventive care, by growing and supporting Missouri's healthcare workforce.
Missouri Association for Career and Technical Education www.mo-acte.org .	MoACTE	An association promoting the development of career, practical arts, technical, and career education within the state of Missouri continually emphasizing continued support of career-technical education at the secondary, postsecondary, and adult levels, while fostering partnerships with business and industry in the training and re-training of the Missouri workforce.
Missouri Association for Career Services	MACS	An organization that promotes the development of placement services to students enrolled in high schools, area career centers, and colleges. It maintains and improves professional standards in the field of placement, and unites professionals engaged in placement activities.

Career Education Acronym Dictionary

Missouri Business Education Association http://dese.mo.gov/divcareered/MBEA.htm	MBEA	An organization of individuals and groups involved in improving business education in Missouri by providing professional development of its members, strengthening leadership qualities, supporting and reinforcing academic instruction, and preparing individuals for successful business careers and management of personal business affairs.
Missouri Center for Career Education www.missouricareereducation.org	MCCE	The Missouri Center for Career Education (MCCE), located at the University of Central Missouri, is a leader in curriculum development and publications specializing in career and technical education.
Missouri Comprehensive Guidance and Counseling Program http://www.dese.mo.gov/divcareered/guidance_placement_index.htm	MCGCP	The Missouri Comprehensive Guidance and Counseling Program is designed to serve all students in grades K-12 and help insure equal opportunity for all students to participate fully in the educational process integrating academics, career, and personal/social development.
Missouri Council of Career and Technical Administrators http://www.mccta.org/	MCCTA	A professional association of administrators, supervisors, state education staff members, and department heads of vocational-technical practical arts education programs at the secondary, postsecondary, adult, and collegiate levels that promotes career and technical education in the state.
Missouri Educators for Family and Consumer Sciences www.dese.mo.gov/divcareered/facs_moefacs.htm	MoEFACS	An organization for persons engaged in teaching, coordinating, or supervising family and consumer sciences education (consumer and/or occupational). This includes instructional programs, services, and activities at the secondary, postsecondary, and adult levels of instruction.
Missouri FFA www.dese.mo.gov/divcareered/ag_mo_ffa.htm	FFA	A federally chartered organization for students in grades 9-12 enrolled in agricultural education. Its mission is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.
Missouri School Counselor Association www.schoolweb.missouri.edu/MSCA/	MSCA	Professional organization for school counselors at all levels, elementary through postsecondary, as well as those in private practice.
Missouri School-College Relations Commission	MSCRC	Composed of representatives from a variety of associations, organizations, and agencies concerned with career preparation and subsequent postsecondary education of Missouri citizens. This group is also responsible for the college day/night scheduling.

Career Education Acronym Dictionary

Missouri School Plant Managers Association http://www.mspma.com/Home.html	MSPMA	The Missouri School Plant Managers Association, MSPMA, chartered in 1991, was formed in the interest of enhancing and promoting the educational process. Its purpose is to provide for the exchange of information that will improve school plant management, maintenance and care through promotion of acceptable policies, standards and practices; and to promote the professional advancement of school plant management personnel.
Missouri Health Science and Technology Educators	MHSTE	An organization that provides a communication network for secondary and postsecondary health care educators across the state; keeps members informed of policies, plans, and issues of the ACTE and legislation impacting career education; provides opportunities for updating professional skills through workshops, conferences, and encourages and supports career and technical student organization (CTSO) activities.
Missouri Trade & Technical Association http://www.mtta.us/	MTTA	An organization to support and assist trade and technical instructors in both secondary and postsecondary areas. This support consists of technical upgrades and workshops, as well as academic training.
Missouri Vocational Agriculture Teachers Association	MVATA	An organization for individuals actively involved in agricultural education. Membership is open to all certified agricultural educators, grades K-12, postsecondary and associates in agricultural education.
Missouri Vocational Special Needs Association	MVSNA	An organization for persons interested in service to Missouri's special needs population that includes students in Missouri who are disadvantaged and students with disabilities. This group could consist of counselors, basic skills instructors, vocational resource educators, supplemental/vocational preparation instructors, and evaluators.
Missouri Young Farmers/Young Farm Wives Association	MOYF/YFW	An association promoting personal and professional growth of adults involved with agriculture.
National Association for Supervisors of Agricultural Education www.teamaged.org/stateleaders/	NASAE	An association composed of state and federal agricultural education supervisors whose purpose is to provide leadership for agricultural education.
National Association of Agricultural Educators	NAAE	A national association for teachers of secondary, postsecondary, and adult agricultural education educators.

Career Education Acronym Dictionary

National Association of Partners in Education www.napehq.org/	NAPE	An association that provides leadership in the formation and growth of effective partnerships that ensures success for all students. NAPE strives to increase the number, quality, and scope of effective partnerships; raise awareness about the importance of partnerships to achieve student success; and promote to policymakers the importance of effective partnerships.
National Association of State Directors of Career and Technical Education Consortium www.careertech.org/	NASDCTEc	An organization for the agency-designated director of career education, as well as those who are interested in supporting the goals of the association. The association's mission is to provide leadership in career technical education, economic development, education improvement, and workforce development for the 21 st century.
National Association of Supervisors of Business Education http://www.nasbe.us/	NASBE	An organization of business education supervisors who are direct employees of a state, region, or local education agency. The purpose of this organization is to further the cause of business education and the welfare of the field and professional members.
National Business Education Association http://www.nbea.org/	NBEA	The nation's largest professional organization devoted exclusively to serving individuals and groups engaged in instruction, administration, research, and dissemination of information for and about business. NBEA is the leading association devoted to the recognition that business education competencies are essential for all individuals in today's fast-changing society.
National Center for Education Statistics http://www.nces.ed.gov/	NCES	NCES is the primary federal entity for collecting and analyzing data related to education.
National Consortium for Health Science Education http://www.healthscienceconsortium.org/	NCHSE	NCHSE collaboratively defines and advances the framework of health science education. The mission of NCHSE is to provide leadership and professional development for Health Science Education through collaboration among education, healthcare industry, policy makers and professional organizations. The national healthcare foundation standards and corresponding assessment are developed by NCHSE.

Career Education Acronym Dictionary

National Young Farmers Educational Association www.nyfea.org/	NYFEA	An association for educating agricultural leaders featuring leadership training, agricultural career education, and community service opportunities. The official adult student organization for agricultural education as recognized by the United States Department of Education.
New Teacher Institute	NTI	New Teacher Institute provides new educators a “jump start” into classroom teaching via an inclusive seven-day event that wraps around the MoACTE Summer Conference and incorporates NTI instruction into MoACTE sessions.
Office for Civil Rights www.ed.gov/about/offices/list/ocr/index.html?src=mr	OCR	A federal office that oversees regulation and implementation of Title IX of the Education Amendments of 1964; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990.
Office of Management and Budget www.whitehouse.gov/omb/	OMB	A federal office whose predominant mission is to assist the President of the United States in overseeing the preparation of the federal budget and to supervise its administration in executive branch agencies. In addition, OMB oversees and coordinates the Administration’s procurement, financial management, information, and regulatory policies to assist in the improved administrative management, to develop better performance measures and coordinating mechanisms, and to reduce any unnecessary burdens on the public.
Office of Social and Economic Data Analysis www.oseda.missouri.edu/	OSEDA	OSEDA is about education. Their mission is to inform community leaders and citizens about social and economic trends impacting the state of Missouri, its people, and its communities. OSEDA conducts projects focusing on important public policy issues. OSEDA projects always involve partnerships with state and/or local organizations.
Personal Plan of Study	PPOS	A student’s scope and sequence of coursework and co-curricular experiences based on chosen educational and career goals; relies on the school’s implementation of a Program of Study.
Phi Beta Lambda http://dese.mo.gov/divcareered/pbl.htm	PBL	A postsecondary student organization for students interested in pursuing a business or business-related career. PBL members develop leadership skills, initiate business ventures, organize community service projects, and attend state and national leadership conferences.

Career Education Acronym Dictionary

Postsecondary Agriculture Student Organization www.dese.mo.gov/divcareered/ag_postsecondary_student_org.htm	PAS	The National Postsecondary Agricultural Student Organization provides opportunities for individual growth, leadership, and career preparation in the agriculture, food, fiber, and natural resource industry.
Program of Study	POS	Coherent, rigorous, and relevant content aligned with challenging academic standards in a coordinated, non-duplicative progression of courses and co-curricular experiences that align secondary education with postsecondary education.
Project Lead The Way http://beta.pltw.org/	PLTW	Project Lead The Way prepares students to be the most innovative and productive leaders in Science, Technology, Engineering, and Mathematics (STEM) and to make meaningful, pioneering contributions to our world.
Request for Proposals	RFP	Application and guidelines for grants.
Section 504 of the Rehabilitation Act of 1973	Section 504	Bars discrimination based on disability under any program or activity receiving funds from the U.S. Department of Education.
SkillsUSA www.skillsusa.org .	SkillsUSA	A national organization serving high school and college students and instructors who are enrolled in training programs in technical, skilled, and service occupations, including health occupations.
State Education Agency	SEA	The state agency with primary responsibility for elementary and secondary education in a state (in Missouri, DESE).
Supervised Agricultural Experience	SAE	Each secondary agricultural education student has a supervised agricultural experience program that relates to his or her agricultural interest.
Supervised Business Experience www.dese.mo.gov/divcareered/biz_supervised_business_experience.htm	SBE	A career business program that integrates classroom instruction with on-the-job work experience in office occupations.
Technology Education Association of Missouri	TEAM	A professional organization of junior high and high school industrial technology teachers that promotes professionalism through spring, fall, and summer meetings, a nationally-recognized newsletter and a state contest every year.
Technology Student Association http://www.dese.mo.gov/divcareered/tsa.htm	TSA	The national organization for technology education students, educators, parents, and business leaders who are interested in learning how technology can be put to best use in discovering technological solutions in today's and tomorrow's challenges.

Career Education Acronym Dictionary

Test of Adult Basic Education www.sabes.org/assessment/tabe.htm	TABE	Standardized assessment of the academic areas of reading, math, and language.
Title IX of the Educational Amendments of 1972	Title IX	Bars discrimination based on gender under any program or activity receiving funds from the U.S. Department of Education.
Title VI of the Civil Rights Act of 1964	Title VI	Bars discrimination based on race or color under any program or activity receiving funds from the U.S. Department of Education.
United States Department of Education www.ed.gov/index.jhtml	USDE	The federal education agency. Its responsibilities include higher education and student financial aid programs, as well as programs associated with elementary and secondary education.
Vocational Education Data System	VEDS	Follow-up of career education students.
Vocational Evaluator	VE	A vocational evaluator (VE) specializes in the administration and interpretation of vocational assessment instruments used in a formal vocational assessment. The VE uses specific training in areas such as standardized testing, work samples, job modification, and task analysis in order to identify a student's characteristics, education, training, and placement needs. This assessment is used to determine the student's vocational potential and to develop an individual career development plan.
Vocational Preparation	VP	This is a teaching position responsible for the instruction of students in pre-vocational skills essential for successful completion of a career education program. The major objective of the vocational preparation teacher is to adequately prepare students from special populations for career education programs.
Vocational Resource Educator	VRE	A non-teaching professional staff member who serves as a resource person in the process of mainstreaming students with disabilities. The VRE assists with career education placement, goal setting, curriculum modification, and acquisition of resource materials. The VRE also acts as a liaison with other school personnel to help students make the transition from school to employment or further training.